NOTE: Employees who have two-department involvement requires sign-off by both departments. This may include Department Chairs, Deans, Directors, and Division Heads.

**Instructional Staff Overloads/Additional Pay:**

1. **Initiator**
2. Department Chair
   
   If applicable
   
3. **Dean/Director/Division Head**
4. **Budget Office**
   
   Darla Keuler-Gehl
   
5. **Financial Services**
   
   Jodi Sumpter
   
   (if grant funded)
6. **HR**
   
   Victoria Johnson or Abby Dunkleberger
7. **Sends confirmation to affected employee**

**Non-Instructional Lump Sums (additional pay/overloads):**

1. **Initiator**
2. Department Chair
   
   If applicable
3. **Dean/Director/Division Head**
4. **Budget Office**
   
   Darla Keuler-Gehl
5. **Financial Services**
   
   Jodi Sumpter
   
   (if grant funded)
6. **HR**
   
   Victoria Johnson or Abby Dunkleberger
   
   ONLY if University Staff
7. **Sends confirmation to affected employee**

**Appointment/FTE Changes, Title Changes, Base Salary (MEMO is required for Appointment/Title changes):**

1. **Initiator**
2. Dean/Director/Division Head
   
   If applicable
3. **Budget Office**
   
   Darla Keuler-Gehl
4. **Financial Services**
   
   Jodi Sumpter
   
   (if grant funded)
5. **Benefits**
   
   Stephanie Hartmann
6. **HR**
   
   Victoria Johnson or Abby Dunkleberger
7. **Sends confirmation to affected employee**

**Org Code Changes:** (does NOT require employee acknowledgment)

1. **Initiator**
2. Dean/Director/Division Head
   
   If applicable
3. **Budget Office**
   
   Darla Keuler-Gehl
4. **Payroll**
   
   Reggie Brown
5. **Sends confirmation to affected employee**

**Summer Session:**

1. **Summer COS**
   
   Carrie Lencho
2. Dean or Assoc Dean
3. Summer COS
   
   Carrie Lencho
4. **HR**
   
   Victoria Johnson or Abby Dunkleberger
5. **Sends confirmation to affected employee**

**Summer Service (non-instructional):**

1. **Summer COS**
   
   Carrie Lencho
2. Dept Chair or Director
   
   If applicable
3. Dean or Assoc
   
   Dean
4. **Dean or Div Head Funding**
5. **Dean or Div Head**
   
   If different
6. **Summer COS**
   
   Carrie Lencho
7. **HR**
   
   Victoria Johnson or Abby Dunkleberger
8. **Sends confirmation to affected employee**

**Notes:** The approvers noted in this document for each process flow indicate those who must approve for HR to process. Internal controls within your division may require further approvals. **